

LAND TAX SALE BIDDER INSTRUCTIONS / PAYMENT

Sheriff's land tax sale may be highly technical and complicated. We strenuously suggest that you consult an attorney before bidding on any parcel of property. Neither the Sheriff's deputies nor his attorney will give you legal advice or legal help with this matter.

BIDDER INFORMATION NEEDED

Bidder requirements:

Bring valid photo ID with *current address* to obtain a bidder number.

(Example of ID: Driver's License, Non Driver's License)

BIDDING INFORMATION

Fill out the Bidder Sheet: (Print Clearly)

1. Purchasing property as an individual, the bidder will fill out the top half of bidder information sheet.
2. Purchasing property as Corporation/Organization, the bidder will fill out the whole bidder information sheet.
3. Present bidder information sheet and proper ID, to receive your bidder number.

SALE INFORMATION

Sales begin at 9:00 am in the lobby of the Civil Courts Building (10 N. Tucker).

1. Sales are held three days (Tuesday, Wednesday, and Thursday).
2. Bids are accepted in \$100.00 increments.
3. In the past, the Sheriff has encountered situations where a particular parcel generates considerable bidding. Occasionally, the successful bidder will not pay for the property by the end of the day. In such a case, the parcel is reoffered the next day. If the bid price for the same parcel of property is significantly less than the bid price on the first day, there results a "loss" which can be recovered against the successful first day bidder under the provisions of 513.240 R.S.Mo. (1986). It is our recommendation that the Sheriff proceed to recover the loss, with costs, by filing a motion in the Circuit Court of the City of St. Louis against the first day successful bidder.

PAYMENT PROCESS

Winning Bidder's requirements:

1. Payment is to be made to the Sheriff's office located on the 8th floor of the Civil Courts Building in one of the following forms:
 - A. Cashier's Check (made payable to Sheriff City of St. Louis)
 - B. Money Order (made payable to Sheriff City of St. Louis)
 - C. Cash

Cashiers checks and money orders *must* be for the exact amount. We are not able to make change on your cashiers check or money order.

2. The additional \$36 posting fee (per property) must be made by a separate payment.
3. The FULL AMOUNT for all properties purchased MUST be received by 2:00 P.M. on the date of the sale **without exception.**
4. Bidders that do not pay may be forever barred from bidding in any future Sheriff's Sales.
5. After winning the bid; the bidder that purchased the property realizes they do not want property for one reason or another must still pay the purchase amount and then take the matter up with the court at a later date. If the purchase amount is not paid bidder may be forever barred from bidding in any future Sheriff Sales.

We suggest you keep this paper to remind you of the bidding process and confirmation process

WWW.STLSHERIFF.COM

City of St. Louis Sheriff's Department 622-4851

LAND TAX SALE WINNING BIDDER INSTRUCTIONS / PAYMENT

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CONFIRMATION (Division 29 is on the 4th Floor of the Civil Courts Building)

1. Your purchase **MUST** be CONFIRMED by the Court. Pursuant to Missouri statute 92.840, the successful bidder must file with the appropriate court (Division 29) a motion to confirm the sale of property, and must have an appraiser at the confirmation hearing to testify to the reasonable value of the property.
2. ***The Sheriff's Office requires, when notifying the parties of interest through the Motions/Notices, that you provide the Full Legal Description of the property, along with the date of the confirmation hearing.***
3. The purchaser must also notify the attorneys for the Collector of Revenue and the Sheriff, in addition to the previous owner, and all lien holders of record, if any, of the date of the confirmation hearing through the mail. It is your responsibility as purchaser to provide the court, at time of the confirmation hearing, with a full legal description of the property purchased. Failure to do so may result in additional expenses and delay in recording your deed.
4. After confirmation of parcel(s) please make sure any signed documents by the Judge pertaining to the parcel(s), is turned into the Sheriff's Office for proper processing.
5. Once Sheriff's Office has the confirmation judgment and prepared the Sheriff's Deed, a letter will be sent to the confirmed purchaser to sign (acknowledge) the deed(s). The confirmed purchaser will need the following:
 - A. Bring valid photo ID with *current address*, along with letter.
(Example of ID: Driver's License, Non Driver's License)
 - B. Corporation/ Organization need Articles of Organization/Corporation.
 - C. If property is confirmed in different name than the purchaser, there is a need for a document called Assignment of Interest or Assignment of Ownership Interest.
 - D. Occupancy Application is needed for structure(s) on property.
Application can be obtained from the Building Inspector's Office located in City Hall, 4th Floor.
NO online purchased occupancy applications will be accepted by Sheriff Office.
 - E. Should property have no structure(s), please let Sheriff's Office know property is a vacant lot.
(No Occupancy Application is needed).
6. The Sheriff's Office will record the deed on behalf of the confirmed purchaser and send a letter to confirmed purchaser to pick up the deed receipt.
7. Purchaser will need the following:
 - A. Bring valid photo ID with *current address*, along with letter.
(Example of ID: Driver's License, Non Driver's License)
 - B. Corporation/ Organization need Articles of Organization/Corporation. (If not already given).
 - C. If property is confirmed in different name than the purchaser, there is a need for a document called Assignment of Interest or Assignment of Ownership Interest. (If not already given).
 - D. Occupancy Application is needed for structure(s) on property (If not already given).
 - E. Payment in the amount of \$36.00 for the Deed Receipt.
 - A. Cashier's Check (made payable to Sheriff City of St. Louis)
 - B. Money Order (made payable to Sheriff City of St. Louis)
 - C. Cash
7. The Sheriff's Office will give the confirmed purchaser the Deed Receipt, which will be taken by the confirmed purchaser to the Recorder of Deeds Office, in City Hall, Room 126.

Congratulations you are now the New Property Owner.

We suggest you keep this paper to remind you of the confirmation process and bidding process

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